



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC1121N13

JUDICIAL CASE PROCESSOR III

Opening Date: 11/21/13

Closing Date: 12/4/13

Vacancy: Anticipated 01/01/14

Salary: \$27,458 / \$29,174 (Minimum – 85% Midpoint) Pay Grade 8

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse, Dover (Please check Kent County on your application).

Summary Statement: This is the advanced level of case processing. This level performs the full range of processing activities for the most complex cases with minimal supervisory direction. In addition, this position requires skill in; interpreting court rules, policies and procedures, orientations, processing legal documents, verifying data, contacting the public in order to expedite filling jury pools. Regular contacts with; judges, attorneys, legal community, law enforcement officials, employers and the general public to provide/maintain complex case processing support.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
2. Experience in applying laws, rules, regulations, standards, policies and procedures.
3. Experience in creating reports which includes combining and presenting data from multiple sources in an organized format.
4. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Selective Requirement:

1. Experience in public speaking

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://courts.delaware.gov/Career/benefits.stm>.

Submitting Your Application: Visit the website <http://www.courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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